



ABERDOUR BOAT CLUB

The Shore | Aberdour | Burntisland | Fife | KY3 0TY

ABERDOUR BOAT CLUB RESCUE & WORK BOAT MAINTENANCE & OPERATIONAL PROCEDURES & POLICIES

SECTION A : Pre-season Preparation

This will be done by an individual or individuals to be appointed annually by the Committee - the duties are as follows:-

1. Prepare hull for painting below waterline & apply anti-fouling using a roller.
2. Make good any scrapes, scuffs to hull and to steelwork on bilge runners and keel.
3. Check condition & stability of skeg if satisfactory apply Hammerite to skeg, bilge runners, keel & (internally) to steel engine bearers.
4. Pump out & then brush out/vacuum clean hull inside. Clean touch up/repaint white topsides of hull; touch up paintwork as necessary applying bilge paint internally. Touch up/repaint boards, bulkhead, hatch & engine covers as necessary before replacing.

Note - Paints used are International Toplac White and Rescue Orange for hull; grey floor paint for boards & bulkhead, Hammerite for skeg and other metalwork, bilge paint for bilges.

5. Replace and secure boards and checker plate (around gearbox).
6. Change oil in engine and gearboxes.
7. Change oil and fuel filters as necessary.
8. Check greaser is full.
9. Remove & grease throttle cable using waterproof grease or replace as necessary.

Note – items 6-9 may be performed by a professional diesel engineer; Oils for engine and gearboxes as recommended by Dick Drummond's diesel engineer (Stewart). Workshop manual is in Sailing Secretary's locker.

10. Check operation and clean out bilge pump.
11. Replace starting handle, bucket & sponge, anchor, boarding ladder, oars, boathook, rowlocks, fuel tank dipstick, warps etc and safety equipment (ie flares, life jackets, first aid kit, foil blanket, spare water proof jackets & trousers), spare lub oil, hatch & engine covers with padlocks(Codes for both currently "1930").

Note - Flares & lifejacket charges need to be checked for dates of expiry & if so advised, renewed. The First Aid Kit also requires occasional replacement.

12. Check fuel tank is full & air valve is open.
13. Check mooring chains and ropes; replace as required.
14. Ensure hand held VHF radio is in position in drawer of sideboard (in clubhouse) and is charged.

15. Check location & condition of bolt cutters in case they are required.
16. After launch, place cradles, boat cover & its support in workshop.

SECTION B : In Service Maintenance

This will be done by a rota of individuals appointed annually by the Committee of the club to cover the period the Rescue Boat is afloat & in commission (sometimes 2/3 weeks before craning in & craning out). Individuals on the rota will be required to read this Schedule so that they know their duties & the dates between which they have agreed to perform them. The duties are as follows:-

1. Pump out bilge, check fuel and lub. oil levels – top up as required.
2. During the period of duty to make such other occasional checks (eg after heavy rain or windy weather with big seas or after fine weather when youngsters have been jumping off pier) that all is well – eg boat remains properly moored, bilge is pumped out, gear lever is in Ahead, that hatch covers are in place with padlocks locked (Codes “1930” for both) , engine cover is in place & clipped shut, fuel tank (plus fuel in the tank & the cap), other exposed gear (fenders, oars & boathook) remains in place.
3. Ensure the club’s VHF radio is in position in side board & charged.
4. Check condition & location of bolt cutters
5. Any defects/deficiencies/faults to be rectified and/or reported urgently to a member of committee and/or to the next person on the rota.
6. Sign Duty Roster confirming completion of duties & contact next person on list to confirm hand over of responsibility to them.

SECTION C :Lay-up Preparation

This will be done by an individual (or individuals) appointed by the Committee (usually the same as those appointed to carry out Fitting Out). These duties are follows:-

1. Remove cradles from workshop & place on pier
2. Craning strops to go at arrow-marked points. Ensure skeg is clear of the ground when boat is on cradles. Place timber supports/chocks under hull in vicinity of engine bearers.
3. Pressure wash exterior.
4. Lift & remove boards from boat (except board to which fuel tank attached), apply industrial grade soap, scrub or pressure wash bilges, pump out & leave to dry.
5. Leave boards on boat unless require filling, repair or replacement & touch up/re-paint.

6. Inspect hull, metal work on keel, bilge runners and skeg for damage, engine bearers for damage - repair or replace as necessary.
7. Leave fuel tank & its board, fenders, bucket & sponge on boat, but remove boarding ladder, boathook, oars & rowlocks anchor, warps, safety gear etc, hatch & engine covers & starting handle, padlocks, spare lub oil to store in club locker.
8. Fit support boom & cover & lash down securely.
9. Lay out mooring chains & warps on pier
10. **During lay-up period** - engine to be turned over monthly either by hand or preferably started up & run so allowing warm –up/oil circulation. The engine is air cooled & so will come to no harm provided sufficient lub oil is in sump but there should be adequate support beneath the hull in the vicinity of engine bearers - this duty will usually be carried out by the individual or individuals accepting appointment to perform Fitting Out/ Laying Up duties

SECTION D : Engine Operating Procedures

1. Starting Engine

- (a) set throttle to $\frac{3}{4}$ open;
- (b) **set gear lever to neutral;**
- (c) lift engine cover, set compression levers to open – check air valve is open, use cold start (otherwise known as “excess fuel lever”) if necessary
- (d) using starting, handle swing engine and drop levers in numbered sequence
- (e) throttle back when engine starts & close engine cover.

2. Stopping engine

- (a) open engine cover & lift stop lever and hold till engine stops;
- (b) leave compression lever in “run” position;
- (c) set gear lever to Ahead.
- (d) close & secure engine cover

SECTION E : Operating Policies

1. Permitted Use

Use of the Rescue Boat is restricted to the following:

- (a) assisting in the rescue of any person or persons in distress near the shore or in the water in the vicinity of Aberdour Harbour or such other place or places as have been authorised by any Flag Officer of the Club;
- (b) moving & repair of moorings & marks,
- (c) towing, ferrying of club members & their crews to & from yachts moored in Aberdour Bay
- (d) such other operations of the Club and its members as are specifically authorised by a Flag Officer (referred to as the Authorising Officer) or by the Secretary or Treasurer and one other Committee Member of the club.

2. Authorised Users

The Rescue & Work Boat may only be operated by an Authorised User. The Committee will maintain a list of Authorised Users which will be reviewed annually prior to launch of the Rescue & Work Boat and displayed on the Club Noticeboard. The Committee shall have discretion to limit the number of Authorised Users and to require Authorised Users to undertake such training and testing as it considers reasonable and appropriate.

In order to be considered for approval as an Authorised User, any applicant will require to meet the following minimum requirements:

- (a) Be a Full Member of the Club;
- (b) Have demonstrated to the satisfaction of the Committee or an Approving Officer that they have a full understanding of the procedures and policies for operation of the Rescue & Work Boat;
- (c) Have demonstrated to the satisfaction of the Committee or an Approving Officer that they are physically and otherwise able, capable and competent in the practical operation of the boat.
- (d) Hold an RYA Level 2 Powerboat Certificate or other equivalent qualification. At its ultimate discretion, the Committee may waive this requirement where the applicant can clearly demonstrate an equivalent level of experience, capability and competence.

Each Authorised User will be required to sign a copy of this document and return to the Committee prior to any use of the Rescue Boat.

3. Minimum Crew Requirement

The Authorised User must be accompanied by a crew of at least one, preferably two appropriate other Members of the Club as crew at least one of whom should hold a Radio Operator's Licence and be in possession and control of a VHF Radio. *In extremis*, the Authorised User may take such other person or persons as in his/her judgement are likely to be suitable crew members.

4. Other Passengers

Unless the subject of rescue or approval by the club's Authorising Officer no other persons are permitted on the Rescue & Work Boat.

5. VHF

Before the Rescue & Work Boat deploys to sea, a VHF radio must be on board and switched to receive on Channels 16 & 77. It is the responsibility of those on board to monitor Channels 16 & 77, to respond promptly to calls & to keep the club & authorising officer fully & truthfully informed as to developments during the period of deployment.

6. Personal Safety Equipment

The Authorised User and crew are each required to wear a lifejacket at all times while on board the Rescue Boat.

7. Skill & Judgement

The Authorised User of the Rescue & Work Boat shall be required to exercise not only skill in the operation of the vessel but also judgement, in particular having regard to the safety & wellbeing of his or her crew & any person or persons who are the subject of rescue or any attempted rescue or any club member or other person. The Authorised User shall also exercise judgment in determining whether & when to call for assistance from the shore or from another vessel or the Coastguard & shall not delay to do so.

8. Entering the Water

Except in emergency where there is imminent danger of a person drowning, neither the Authorised User or any crew member should themselves enter the water and in no circumstances unless the Authorised User is accompanied by at least 2 crew members. If after careful assessment of the risks, the decision is taken to place a crew member in the water, the boarding ladder shall be rigged and the Coastguard informed of the measures which are being taken.

9. Signing Out

Before leaving the berth, the Authorised User is required to “sign-out” the Rescue Boat using the Log to be kept on the sideboard in the Clubhouse, completing the details of crew, destination, purpose etc.

10. Preparations for Sea

Before leaving berth alongside pier ensure all on board are wearing life jackets (spares stored in upper locker) and check presence of bucket, boat hook, oars and rowlocks, anchor, warps and safety gear especially boarding ladder, hand held VHF radio, flares & spare life jackets.

11. Mooring

On departure - secure a bight of the lazy line to ladder.

On return - bight in forward line goes twice round Samson post; red tape on after line indicates point which sits in fairlead.

12. Leaving the Boat

Clean down and pump out as necessary. Return VHF hand held radio to side board in clubhouse & recharge.

13. Signing-in

Once use is completed, the Authorised User is required to sign-in using the Log in the Clubhouse, noting any issues arising in terms of maintenance/use of the vessel.

SECTION F : Acknowledgement & Acceptance

1. Provision to Vary

The Committee of Aberdour Boat Club shall in its discretion have power to waive, vary or revoke any provision of these operating procedures and policies.

2. Acknowledgement & Acceptance

I have read and accept the foregoing Operating Procedures & Policies document (version January 2017)

Name: _____

Signed: _____

Date : _____